

South Dakota Department of Health

**Pandemic Influenza Community Planning Grant  
Phase III – Identified Gaps/Barriers/Equipment**



Planning for pandemic influenza requires the involvement of every level of our nation. Of all the levels of planning, community planning is most crucial because it is at the community level where response measures must be carried out. To be effective, these response measures must have widespread community assistance and support. The purpose of community planning efforts is to ensure a coordinated and effective community response to pandemic influenza with the intent of:

- Limiting the spread of a pandemic within South Dakota;
- Minimizing disease, suffering and death within the community; and
- Sustaining community infrastructure and minimizing the impact to the economy and society.

To accomplish this purpose, the South Dakota Department of Health (SDDOH) is soliciting proposals from communities that have previously participated in pandemic influenza planning activities. The funding will be used to further develop local pandemic influenza response plans by closing gaps or eliminating barriers that may limit or impede an effective community response to pandemic influenza.

### **WHO MAY APPLY**

South Dakota municipalities, counties, tribal entities, healthcare entities, and community organizations that participated in previous Pandemic Influenza Planning Grants are eligible to submit applications for funding to fill identified needs as a result of exercises, or a needs assessment.

### **FUNDS AVAILABLE**

Approximately \$250,000 in federal funding is available. The SDDOH anticipates an April 1, 2009 start date for those entities receiving funding. This is another component of Phase III funding and it is anticipated that no additional federal planning funding will be available in the future.

### **APPLICATION AND SUBMISSION INFORMATION**

Applicants are asked to submit application documents to:

Office of Public Health Preparedness and Response  
South Dakota Department of Health  
600 East Capitol Avenue  
Pierre, SD 57501-2536  
[bill.chalcraft@state.sd.us](mailto:bill.chalcraft@state.sd.us)  
[rick.labrie@state.sd.us](mailto:rick.labrie@state.sd.us)

The SDDOH proposed schedule for awarding proposals is outlined below:

<b>Activity</b>	<b>Date</b>
RFP Issued	January 15, 2009
Applications Due	February 15, 2009
Award Notice	March 1, 2009

Applications should be limited to no more than five single-sided pages, not including cover page, and proposed budget of activities. Applications must be received by the SDDOH by February 15, 2009 and should be sent to the address above.

### **TECHNICAL ASSISTANCE**

Questions regarding the request for proposals should be directed to Bill Chalcraft at 605-773-3907 or [bill.chalcraft@state.sd.us](mailto:bill.chalcraft@state.sd.us) and Rick LaBrie at 605-773-7377 or [rick.rabrie@state.sd.us](mailto:rick.rabrie@state.sd.us).

### **CONTENT AND FORM OF APPLICATION SUBMISSION**

Applicants should utilize the following outline for submission of proposals. These are the minimum elements of an application for continued funding.

#### **Section 1. Cover Page**

The first page of the application must be the attached application cover page.

#### **Section 2. Template for gaps and barriers.**

Applicants must complete a spreadsheet for identified gaps and needs. The spreadsheet contains columns for item description, gap or barrier this item addresses, how the gap or barrier was identified (planning, exercise or needs assessment), purpose or intended use, quantity, justification, cost per item, total cost, and how this item will improve your community's response. Applicants should prioritize the items requested to be funded, and may reference the after action report from any exercises that have been conducted, or a needs assessment to support the requested item.

#### **Section 3. Supporting documentation.**

Applicants are encouraged to submit additional information to support the request, such as: after action reports; needs assessment; community partners; and the community's pan flu response plan.

#### **Section 4. Budget**

The application template will include a field for the amount of additional funding requested.

Funds awarded may be used for the following items:

1. Additional planning activities;
2. Further exercise of local plans, ie. Functional or full-scale exercise; and,
3. Equipment necessary for directly responding to a pandemic influenza event, or other public health emergency.

All items will be considered as long as the items directly relate to filling the gaps that prevent an effective response in the community.

Funds may be awarded in one installment, shortly after the SDDOH has made its determinations of awards. It is anticipated that funding will be allocated in March.

Should several applicants identify similar items, a bulk centralized purchase may be made in order to take advantage of volume purchases and state bid pricing in lieu of awarding funds directly to projects. SDDOH will determine the more appropriate method, based upon the quantity and the items identified.

## **EVALUATION CRITERIA**

The following criteria will be used by the SDDOH in evaluating proposals:

- **Community Partners**  
Applicant has demonstrated involvement of relevant community partners. SDDOH will look favorably to community projects that have involved the 8 community sectors in planning activities, or will bring in additional community partners in planned activities.
- **Plan / Project Development**  
Applicant has demonstrated an understanding of the additional items necessary to effectively respond to pandemic influenza, and has identified those additional items as a result of conducting exercises or a needs assessment, and that an adequate justification of need is provided.
- **Items Requested**  
All items requested must be realistic, and appropriate for a community's response plan for pandemic influenza, or other public health emergency.
- **Budget**  
Applicant has submitted a realistic budget for the continued development of their local pandemic influenza control plan. All items outlined in the budget are eligible for funding.